

## OPM Questionnaire for VH-35 Position

### Instructions for answering the questions in the Occupational Questionnaire:

Please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double-check your application before submission.

### Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we cannot process your application without it.

### Vacancy Identification Number

Enter the Vacancy Identification Number: WA179782

#### 1. Title of Job

Position Title: ASSOCIATE EXAMINER (CAREER INTERN)

#### 2. Biographic Data

All biographic information is required.

#### 3. E-Mail Address

If you would like to be notified by E-mail, please enter your E-mail address in the space.

#### 4. Work Information

Leave this section blank.

#### 5. Employment Availability

Questions A through D are required.

Answer with Y for Yes or N for No. Please leave Section E blank.

#### 6. Citizenship

Are you a United States citizen?

#### 7. Background Information

Leave this section blank.

#### 8. Other Information

##### Gender

Leave this section blank.

#### 9. Languages

Leave this section blank.

**10. Lowest Grade**

Enter the lowest grade level (09 which is equivalent to VH-35) you will accept.

**11. Miscellaneous Information**

Leave this section blank.

**12. Special Knowledge**

Leave this section blank.

**13. Test Location**

Leave this section blank.

**14. Veterans' Preference Claim**

Required. Enter your claim for Veterans' Preference.

**15. Dates of Active Duty – Military Service**

These dates are required if you have claimed Veterans' Preference unless you have claimed derived Preference (i.e., widows, spouse, etc.)

Please use this format: (mm/dd/yyyy)

**16. Availability Date**

Leave this section blank.

**17. Service Computation Date**

Leave this section blank.

**18. Other Date Information**

Leave this section blank.

**19. Job Preference**

Leave this section blank.

**20. Occupational Specialties**

Select at least one occupational specialty or enter at least one occupational specialty code for this position. The specialty code for this position is:

001 NONE

**21. Geographic Availability**

Select at least one geographic location code in which you are interested and will accept employment or enter at least one geographic locations code. The location code for this position is:

0029 – McLEAN, VA

0056 – DENVER, CO

0067 – DALLAS, TX

**22. Transition Assistance Plan**

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary supporting documentation. Refer to the vacancy announcement for additional information and instructions.

**23. Job Related Experience**

Leave this section blank.

**24. Personal Background Information**

Leave this section blank.

**25. Occupational Questions**

1. From the description below, select the letter that describes the education or experience you have that demonstrates your ability to perform VH-35 level work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

- A. I have two (2) full years of progressively higher level graduate education or master's or equivalent graduate degree (such as an LL.B. or J.D.)
- B. I have one year (52 weeks) of specialized experience equivalent to the next lower grade performing the following duties: classifying noncomplex loans; evaluating informal controls and credit administration policies; testing loan-file documentation; developing financial information; extracting, compiling, and analyzing institution financial data; analyzing institution capitalization, earnings, and liquidity; preparing and assembling workpapers; writing summaries of conclusions and report segments; making recommendations; and researching concerns and risks.
- C. My education and/or experience are not reflected in any of the above statements.

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

- A – I have not had education, training or experience in performing this task.
- B – I have had education or training in performing the task, but have not yet performed it on the job.
- C – I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D – I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E – I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

2. Evaluating loan portfolio risk and credit administration.
3. Analyzing and classifying moderately complex loans.
4. Developing financial information and assisting in analyzing institution capitalization, earnings, and liquidity.
5. Preparing and assembling workpapers that support findings and recommendations.
6. Preparing written summaries and report segments.
7. Evaluating whether policies, programs, and reports comply with Federal laws and regulations.
8. Extracting, compiling, and analyzing financial data.
9. Assisting in the analysis of the financial condition.
10. Preparing travel vouchers.
11. Researching relevant concerns and risks, establishing scope, and developing written examination plans.